

**VILLAGE OF MONROE
ANNUAL RE-ORGANIZATIONAL MEETING
MONDAY, APRIL 4, 2022**

The Annual Organizational Meeting of the Board of Trustees of the Village of Monroe, Orange County, New York was held at 7:00 PM in the Board Room of the Village Hall, 7 Stage Road, Monroe, NY, on Monday, April 4, 2022. Mayor Neil S. Dwyer led in the pledge to the flag and called the meeting to order. Exit signs were announced.

Present: Mayor Dwyer, Trustees Behringer, Ferraro, Karl, and O'Connor
Also present: Deputy Village Clerk Zahra and Account Clerk Ryan

MONTHLY MEETING SCHEDULE:

On a motion by Trustee Karl seconded by Trustee Behringer, and carried, the following meeting schedule was adopted:

<u>2022</u>	<u>2023</u>
April 5 - 19	January 3 - 17
May 3 - 17	February 7 - 21
June 7 - 21	March 7 - 21
July 19	April 3 (Organizational Meeting)
August 16	April 4 - 18
September 6 - 20	
October 4 - 18	
November 1 -15	
December 6 - 20	

Meetings will begin at 7:00 PM unless otherwise posted.

RULES OF PROCEDURE:

On a motion by Trustee Karl seconded by Trustee Ferraro, with all in favor, it was:

RESOLVED, that the Board of Trustees shall conduct itself according to “Robert’s Rules of Order” to the extent that Robert’s Rules of Order are consistent with Village Law of the State of New York.

EMPLOYEE COMPENSATION:

On a motion by Trustee Karl seconded by Trustee O'Connor and carried, it was:

RESOLVED, that compensation for FY/2022-2023 for village employees shall be paid bi-weekly with the payroll period ending on Wednesday, and checks being disbursed on the following Thursday.

OFFICIAL NEWSPAPER:

On a motion by Trustee Behringer seconded by Trustee O'Connor, it was:

RESOLVED, that the official newspaper of the Village Board shall be the *Middletown Times Herald Record*; and

BE IT FURTHER RESOLVED, that the alternative newspaper of the Village Board shall be the *PHOTO NEWS* for such matters that do not require legal notice.

Ayes: Trustees Behringer, Ferraro, and O'Connor
Nays: Trustee Karl

OFFICIAL DEPOSITORIES:

On a motion by Trustee Karl seconded by Trustee O'Connor, with all in favor, it was:

RESOLVED, that the official depository for the Village Board shall be Webster Bank, 591 Route 17M, Monroe, NY 10950.

BOARD APPOINTMENTS BY THE MAYOR:

Mayor Dwyer made the following appointments:

Trustee Behringer is appointed to act as Deputy Mayor, effective until April 3, 2023.

Trustee Behringer is appointed to liaison for the Monroe Joint Park and Recreation Commission.

Trustee Behringer is appointed to liaison for Crane Park.

Mayor Dwyer is appointed to liaison for the Highway Department.

Trustee Behringer is appointed as liaison to the Police Department.

Trustee Ferraro is appointed to liaison to Cable TV.

Trustee O'Connor is appointed liaison for the Building Department and Justice Court.

Trustee O'Connor is appointed to liaison for the Treasurer.

Trustee Ferraro is appointed to liaison to the Clerk's Office.

Mayor Dwyer is appointed to liaison to Building Maintenance of Village Hall.

Trustee Karl is appointed to liaison for the Greater Monroe Chamber of Commerce.

Trustee Karl is appointed to liaison for the Monroe Volunteer Ambulance Corp.

Trustee O'Connor is appointed to liaison for the Village Insurance.

Trustee Karl is appointed liaison to the Water Department.

Trustee Karl is appointed liaison to the Orange County Sewer District #1.

Trustee Karl is appointed to liaison for Street Lighting.

Trustee Karl is appointed liaison for the Monroe Joint Fire District.

Mayor Dwyer is appointed to liaison for the Village Historian.

STAFF APPOINTMENT:

On a motion by Trustee Karl, seconded by Trustee O'Connor, with all in favor, the following Village Hall Staff appointment was made:

RESOLVED, that Kimberly Zahra is hereby appointed VILLAGE CLERK as per the job description on file in the Village Clerk's Office for a period of two years, 4/1/2022 to 3/31/2024.

On a motion by Trustee Karl, seconded by Trustee Behringer, with all in favor, the following Village Hall Staff appointment was made:

RESOLVED, that Aileen Ryan is hereby appointed DEPUTY VILLAGE CLERK as per job description on file in the Village Clerk's Office for a period of (1) year 4/1/2022 to 3/31/2023 and renewable on an annual basis.

ACTING VILLAGE JUSTICE:

On a motion by Trustee Karl seconded by Trustee O'Connor, with all in favor, it was:

RESOLVED, that pursuant to Section 3-302 of Village Law, that Yvette Rosario is hereby appointed to serve as Associate Village Justice for the Village of Monroe, for the 2022-2023 term and until such time as further appointment or re-appointment is made.

LICENSING AUTHORITY:

On a motion by Trustee Behringer seconded by Trustee O'Connor the following resolution was adopted:

RESOLVED, that pursuant to Village Code, Chapter 115 – Bingo and games of Chance, permitting Bingo / Games of Chance pursuant to General Municipal Law, authorizing the Board of Trustees to delegate an officer of the Village authority in relation to issuance of a license, amendment and cancellation of licenses, to conduct investigations and hearings and the supervision of the operation of games, the VILLAGE CLERK is hereby designated to exercise such authority.

MISCELLANEOUS APPOINTMENTS:

On a motion by Trustee Karl seconded by Trustee O'Connor, with all in favor, the following designation was confirmed:

RESOLVED, that Jeff Boucher is hereby appointed Chairperson of the Planning Board for a period of one year, ending March 31, 2023.

On a motion by Trustee Karl seconded by Trustee O'Connor, and carried, the following appointment was approved:

RESOLVED, that Paul S. Baum is hereby appointed Chairperson of the Zoning Board of Appeals for a period of one year, ending March 31, 2023.

The following appointments were made on a motion by Trustee Behringer seconded by Trustee O'Connor and carried:

School Crossing Guards: Anita M Zelenoy – North Main St.
Eileen Lynch – Pine Tree

ATTORNEY APPOINTMENT:

On a motion on Trustee Karl, seconded by Trustee Ferraro, with all in favor, it was:

RESOLVED, the Board approved the extension of the contractual position of Village Attorney held by Alyse D. Terhune, Esq., 2 Patterson Hill Tuxedo, NY 10987, as per job description outlined in the Agreement on file with the Village Clerk as per fee schedule provided.

On a motion on Trustee Karl, seconded by Trustee Behringer, with all in favor, it was:

RESOLVED, the Board of Trustees designate the following law firms to serve as Alternate Village Attorney with regard to specific matters in accordance with the fee schedule listed in the current retainer agreement for FY/2022-2023:

Elizabeth Cassidy PLLC, 7 Grand Street, Warwick, NY
Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY

On a motion on Trustee Karl, seconded by Trustee Ferraro, with all in favor, it was:

RESOLVED, the Board of Trustees designated Kelly M. Naughton, Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY 10924, to the contractual position of Zoning Board of Appeals Attorney per job description on file with the Village Clerk for fiscal year 2022-2023.

On a motion on Trustee Karl, seconded by Trustee Behringer, with all in favor, it was:

RESOLVED, the Board of Trustees designates the law firm of Elizabeth K. Cassidy PLLC, 7 Grand Street, Warwick, NY 10990, to the contractual position of Planning Board Attorney as per job description on file with the Village Clerk for fiscal year 2022-2023.

RESOLVED, the Board designated the law firm of Rametta & Rametta, 30 Matthews St., Suite 104, Goshen, NY as special prosecutor for all aspects of Vehicle and Traffic prosecutions in the Village of Monroe Justice Court for fiscal year 2022-2023.

RESOLVED, the Board of Trustees designate Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY 10005, to represent the Village of Monroe as Bond Counsel for matters requiring bonding services for fiscal year 2022-2023.

RESOLVED, the Board of Trustees designate Munistat Services Inc., 12 Roosevelt Ave., Port Jefferson Station, New York, 11776, as Financial Advisor of Record for fiscal year 2022-2023.

RESOLVED, the Board designated Lanc & Tully, PC, P O Box 687, Goshen, NY 10924 to serve as Village Engineer on a contractual basis for fiscal year 2022-2023.

RESOLVED, the Board of Trustees designate J. Theodore Fink, AICP, principal of GREENPLAN INC., 302 Pells Road, Rhinebeck, NY to the contractual position of Planner for the Board of Trustees and Planning Board per job description on file with the Village Clerk for fiscal year 2022-2023.

MILEAGE REIMBURSEMENT ALLOWANCE:

On a motion by Trustee Karl seconded by Trustee O'Connor it was unanimously:

WHEREAS, the Village Board of Trustees determines to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Village Board shall approve reimbursement to such officers and employees at the rate of fifty-eight and a half cents per mile (\$0.58.5 / mile) per 2022 IRS schedule.

Section 2. That this resolution shall take effect immediately.

FIREWORKS DISPLAY PERMIT DESIGNEE:

On a motion by Trustee Karl seconded by Trustee Behringer the following was duly adopted:

RESOLVED, upon approval of the Village Board, the Village Clerk be appointed permit authority for issuance of permits for the public display of fireworks under and pursuant to the conditions and restrictions set forth in Penal Law, Section 189-2, but such permit shall be issued only after application shall have been filed together with an insurance policy in the amount of \$ 1,000,000 naming the Village of Monroe as additional insured on the certificate. Village has the right to refuse any insurance company that is not "A" or above and licensed in the State of New York.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

On a motion by Trustee Behringer seconded by Trustee Karl, the following resolution was duly adopted:

WHEREAS, there is to be held during the coming fiscal year

- A. The Annual Meeting conducted by the NYS Conference of Mayors and other Municipal Officials for municipal officials and NYCOM'S Main Street Meeting including webinar seminars and classes;**
- B. The Training School for Fiscal Officers and Municipal Clerk's conducted by The NYS Conference of Mayors and other Municipal Officials;**
- C. The following County Association Meetings: O.C. Clerks Association, O. C. Association of Town and Villages, Tri-County Chapter NYS Building Officials Conference, Hudson Valley Water Works Associates; and Safe Roads Program.**
- D. Planning and Zoning Seminars, Police Department Seminars and Training Schools and Parks and Recreation Schools.**

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the schools above mentioned upon approval of the Board of Trustees at least 30 days prior to registration:

Mayor and Trustees, Village Clerk, Deputy Clerk, Treasurer, Building Inspector, Assistant Building Inspector, Water Plant Operator, DPW Supervisor, Planning Board Members, Zoning Board Members, Police Department personnel, Planning Board Secretary, Village Attorney and all union and non-union personnel.

Section 2. This resolution shall take effect immediately.

PAYMENT AUTHORIZATION FOR CERTAIN RECURRING EXPENSES:

On a motion by Trustee Behringer seconded by Trustee O'Connor and carried, it was:

RESOLVED, pursuant to Section 5-524 (6) of Village Law, the Board of Trustees does hereby authorize the Treasurer to make payments in advance of audit on claims for recurring expenses for public utility services, postage, freight and express charges, Advertising in Times Herald Record and workers compensation tail claims.

HOLIDAY SCHEDULE 2022-2023:

On a motion by Trustee Karl seconded by Trustee Behringer and carried, the following Holiday Schedule for the Village non-contract staff will be as follows:

2022

Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 04, 2022
Labor Day	Monday	Sept.05, 2022
Columbus Day	Monday	Oct. 10, 2022
Veteran's Day	Friday	Nov. 11, 2022
½ day Thanksgiving Eve	Wednesday	Nov. 23, 2022
Thanksgiving	Thurs/Fri	Nov. 24 & 25, 2022
½ day Christmas Eve	Friday	Dec. 23, 2022
Christmas Holiday	Monday	Dec. 26, 2022

2023

New Year's Holiday	Monday	Jan. 02, 2023
Martin Luther King Jr.	Monday	Jan. 16, 2023
Lincoln's Birthday	Monday	Feb. 13, 2023
President's Day	Monday	Feb. 20, 2023

PROCUREMENT POLICY:

On a motion by Trustee Karl seconded by Trustee Behringer and carried, the Procurement Policy on file was reviewed and is attached. Purchase Contract limit is \$20,000 and Public Works on contracts limit is \$35,000. Estimated Amount of Purchase Contracts requires 3 written / fax quotations for RFP \$3,000 to \$20,000; Estimated Amount of Public Works Contract Method \$5,000 to \$35,000.

ORGANIZATIONAL MEETING 2023:

On a motion by Trustee Karl seconded by Trustee Ferraro, and carried, the next Organizational Meeting of the Village is hereby scheduled for Monday, April 3, 2023, at 7 PM.

ADJOURNMENT:

On a motion by Trustee Karl seconded by Trustee Behringer and carried, the meeting was adjourned at 7:35 PM.

Respectfully submitted,

Kimberly Zahra
Deputy Village Clerk

VILLAGE POSITION ROSTER TERMS

<u>ELECTED OFFICERS</u>	<u>POSITION</u>	<u>TERM(YEARS)</u>	<u>TERM(START/EXP)</u>
Neil S. Dwyer	Mayor	(4) years	04/01/2022 - 03/31/2026
Debra Behringer	Trustee	(4) years	09/15/2020 – 03/31/2024
Andrew Ferraro	Trustee	(4) years	04/01/2022 – 03/31/2026
John Karl III	Trustee	(4) years	09/15/2020 – 03/31/2024
Martin O’Connor	Trustee	(4) years	04/01/2022 – 03/31/2026
Forrest Strauss*	Village Justice	(4) years	09/15/2020 – 03/31/2024

<u>APPOINTED OFFICERS</u>	<u>TERM(YEARS)</u>	<u>START/EXP.</u>
Kimberly Zahra, Village Clerk	(2) years	4/1/2022 – 3/31/2024
Aileen Ryan, Deputy Village Clerk	(1) year	4/1/2022 – 3/31/2023
Yvette Rosario	(1) year	4/1/2022 - 3/31/2023
James F. Cocks, Building Inspector III		
Thomas Cunningham, P/T Deputy Treasurer		
Darwin Guzman, Police Chief		
Dianne Martini, Sec’y to Police Chief F/T		
Alyse D. Terhune, Attorney		
Lanc & Tully, P.C., Consulting Engineers		

PLANNING BOARD:

Keith Allen	(5) years	11/04/2019 – 03/31/2024
Jeff Boucher	(5) years	04/01/2021 – 03/31/2026
Paul Hafenecker	(5) years	05/05/2020 – 03/31/2025
Marilyn Karlich	(5) years	04/01/2021 – 03/31/2026
Fred Kelly	(5) years	02/02/2021 – 03/31/2025
Joseph Umberto	(5) years	04/01/2022 – 03/31/2027
Barbara Iannucci	(5) years	04/11/2022 – 03/31/2024

(filling unexpired term Geraldine DeAngelis)

ZONING BOARD OF APPEALS:

Paul S. Baum	(5) years	12/15/2020 – 03/31/2026
(*current term ends 12/31/2025, per LL #2 of 2021, will holdover until 03/31/2026 & get reappointed)		
Jason Czerwinski	(5) years	12/01/2020 – 12/31/2025
(*current term ends 12/31/2025, per LL #2 of 2021, will holdover until 03/31/2026 & get reappointed)		
John Gilstrap	(5) years	04/01/2022 – 03/31/2027
R. Daniel Margotta	(5) years	04/03/2018 – 03/31/2023
Howard Zuckerman	(5) years	11/01/2018 – 11/30/2023
(*current term ends 11/30/2023, per LL #2 of 2021, will holdover until 03/31/2024 & get reappointed)		

MONROE JOINT PARK RECREATION COMMISSION MEMBER (Village):

Robert Cordisco	(5) years	01/01/2022 – 12/31/2027
Kevin Metcalf	(5) years	05/18/2021 – 12/31/2024
Erika Schudde	(5) years	01/01/2021 – 12/31/2025

PROCUREMENT POLICY

Section 104-b of the General Municipal Law, effective January 1, 1992, requires all municipalities and districts therein to adopt procurement policies for goods and services which are not required by law to be publicly bid. The procurement policy must be adopted by a resolution of the governing body. The governing body must solicit comments from the officers in the municipality involved in the procurement process before adoption of the policy and from time to time thereafter. Each municipality should consider its own particular circumstances in developing the policy and the manner in which goods and services are purchased in your municipality.

The policy must address the procedure for purchasing goods and services which do not exceed the bid limits of \$20,000 for purchase contracts and \$35,000 for public works contracts. This policy will also apply to any exceptions to competitive bidding whether statutory or common law.

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the (VILLAGE) involved in the procurement process, now, therefore, be it

RESOLVED, that the (VILLAGE OF MONROE) does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF MONROE

1. Every purchase and/or contract made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases that the aggregate amount to be spent in a year. Any service contract associated with the purchase of goods or services must be approved by the Board of Trustees and entered into with the Mayor's signature. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. (Voucher's will be stamped to indicate those purchases not subject competitive bid.)

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract Method

\$ 0 - \$ 249	Vendor may be selected by purchaser without competitive quote.
\$ 250 - \$ 2,999	2 Verbal Quotations
\$3,000 - \$20,000	3 written / fax quotations or written request for proposals

Estimated Amount of Public Works Contract Method

\$ 250 - \$2,999	2 Verbal quotations
\$3,000 - \$4,999	2 Written / fax quotations
\$5,000 - \$35,000	3 Written / fax quotations or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposal. In no event shall the failure to obtain the proposals be a bar to the procurement.

- 4 Document is required of each action taken in connection with each procurement.
- 5 Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
- 6 Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the VILLAGE OF MONROE to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the VILLAGE BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performances of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the VILLAGE is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.**
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such immaterial contracts would be awarded based on favoritism.**
- e. The individuals responsible for procurement for the Village of Monroe are as follows:
Neil Dwyer, Mayor
Lawrence Giudice, DPW HEO
Darwin Guzman, Chief of Police
Kimberly Zahra, Village Clerk
Catherine Murray, Treasurer
James Cocks, Building Inspector
Forrest Strauss, Judge**

7. This policy shall take effect immediately and will be reviewed annually. Dated: 4/1/2022**